Original

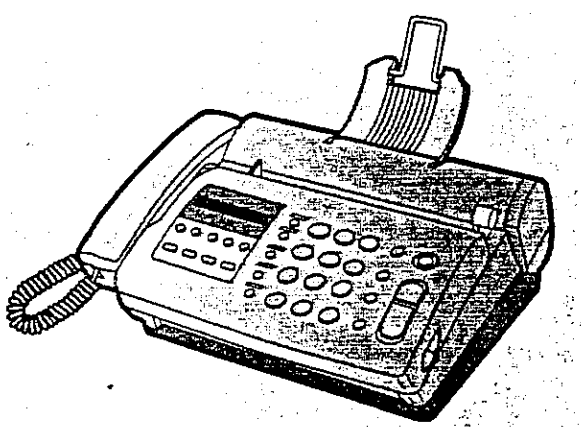
SHARP

MODEL

UX-85

FACSIMILE

OPERATION MANUAL



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2. INITIAL SETTINGS
3. FAX OPERATIONS
4. USING THE ANSWERING MACHINE
5. MAKING COPIES
6. MAKING TELEPHONE CALLS
7. OPTIONAL SETTINGS
8. PRINTING OUT REPORTS AND LISTS
9. MAINTENANCE
10. TROUBLESHOOTING

SPECIFICATIONS

QUICK REFERENCE GUIDE

INTRODUCTION

Thank you for purchasing the UX-85! The UX-85 combines a facsimile transceiver and answering machine into a single unit, allowing you to engage in both fax and voice communication with convenience and economy.

This manual gives you easy-to-follow instructions for installing and using the UX-85. The Table of Contents will show you where instructions for using each feature are located. Whilst you may not need to read every section in detail at first, we recommend you at least review them briefly.

If you have any questions or problems which cannot be solved by reading this manual, please contact your Sharp dealer.

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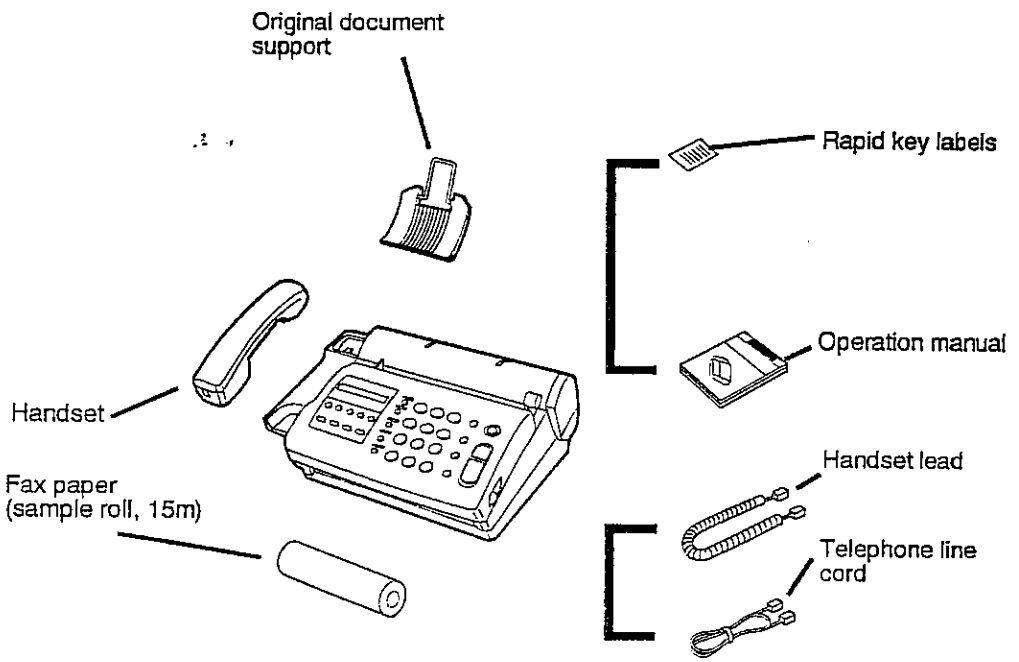
SPECIFICATIONS

QUICK REFERENCE GUIDE

1 INSTALLATION

UNPACKING CHECKLIST

After unpacking your fax, make sure you have all the items shown below. If any are missing, contact your dealer or retailer.

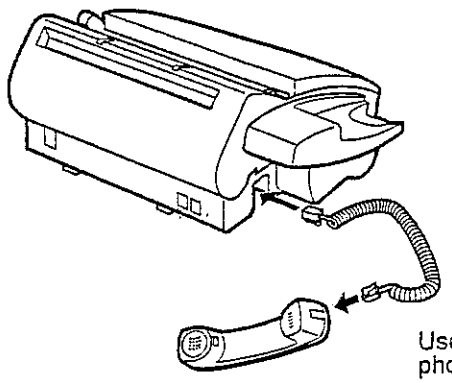


Precautions before setting up

- The fax must be installed on a level surface.
- Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- Provide easy access to the front, back, and sides of the fax. In particular, keep the area in front of the fax clear, or the original document may jam as it comes out after scanning.
- Keep liquids away from the fax. Liquids spilled on the fax can damage the internal circuitry.
- If the fax is moved from a cold to a warm place, it is possible that condensation may form on the reading glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately 2 hours before using the fax.

ASSEMBLY AND CONNECTIONS

Handset



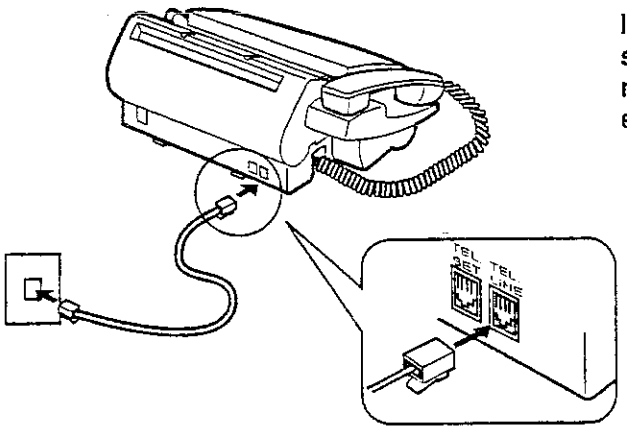
Connect the handset lead to the handset and the fax as shown.

- The ends of the handset lead are identical, so they will go into either socket.

Place the handset on the handset rest.

Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Telephone line cord

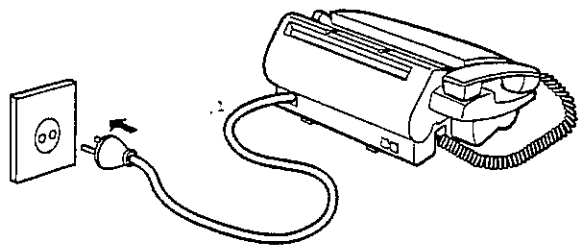


Insert one end of the line cord into the socket on the back of the machine marked TEL LINE. Insert the other end into a wall telephone jack.

Comments:

- *Your fax is set for pulse dialling. If you are on a tone dial line, you must reset the fax for tone dialling. This is done by resetting Option Setting 7 as described in Chapter 7, "Optional Settings".*
- *If you are connecting the fax to a PBX, you will need to make appropriate settings for Option Setting 11. See Chapter 7, "Optional Settings".*
- *If you intend to use a computer fax modem on the same phone line, you must reset Option Setting 12 to OFF in order to prevent transmission and reception errors. This procedure is described in Chapter 7, "Optional Settings".*
- *If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.*

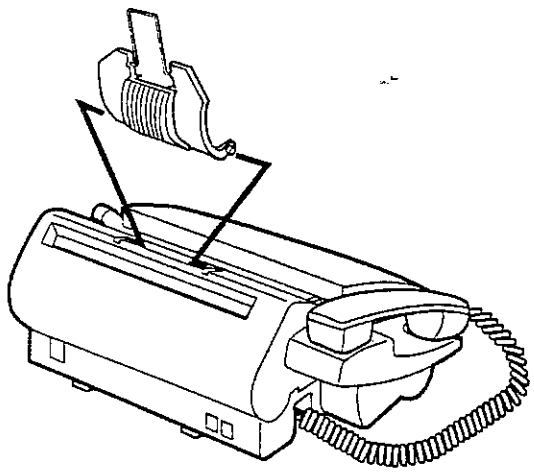
Power lead



Plug the power cord into a 220 to 230 V, grounded (2-prong) AC outlet.

- The fax does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power lead.
- **Caution:** The mains outlet (socket-outlet) shall be installed near the equipment and shall be easily accessible.

Original document support



Attach the original document support by inserting the tabs into the holes at the top, rear of the fax.

- Flip the wire extender on the support up.

Other devices

If desired, you can use an extension telephone on the same line as your fax, which can be connected directly to your fax, or to another wall socket.

♦ You can use an extension phone connected to the fax or a wall socket to make and receive calls like any normal telephone. For details on receiving faxes from the extension phone, see Chapter 3.

Germany, Switzerland, Austria:

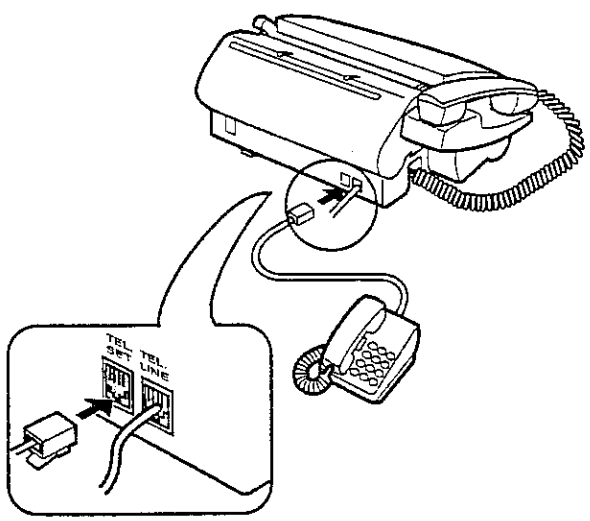
- *An extension phone cannot be used.*

France:

- *The* **TEL. SET** *socket is not available on the fax. To connect an extension telephone to a wall socket, a special cable is required. For more details, consult with your dealer.*

Connection to the fax

Remove the seal covering the socket on the fax marked "TEL. SET", and insert the end of the extension phone line into the socket.

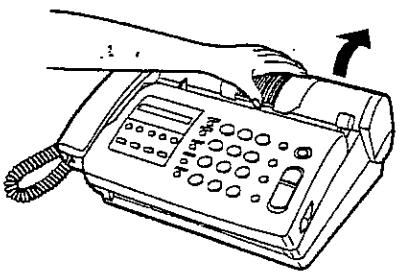


LOADING THE FAX PAPER

Your fax prints by a process called thermal printing. The print head applies heat to special paper which is chemically treated to change colour when heated to a certain level, and this creates the printed text or image.

Follow the steps below to load the sample 15 m roll of fax paper provided.

1

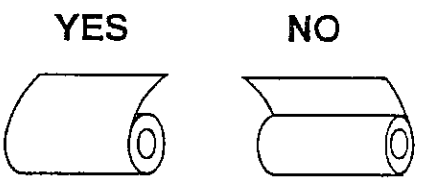


Grasp the finger hold on the front and centre of the paper compartment cover, and pull up to open the cover.

Remove the packing paper from the paper compartment.

- **Caution!** If you are replacing the paper, do not touch the metal strip in the compartment. It may be hot if a document has just been printed.

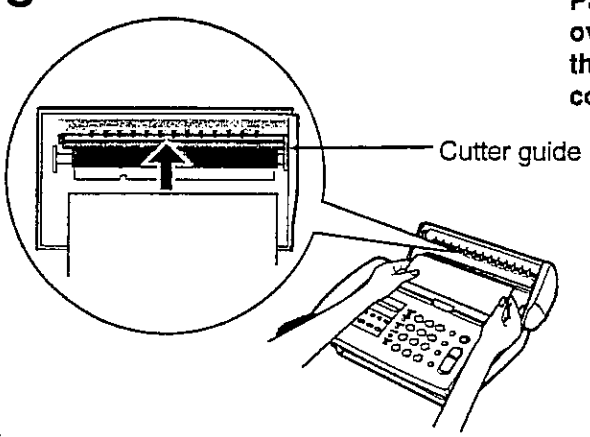
2



Unwrap the roll of fax paper and insert it in the compartment.

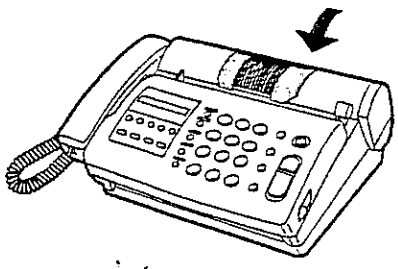
- Make sure the hubs on each side of the compartment fit into the ends of the roll. The hub on the left side is mounted on a spring to allow for insertion.
- **Important:** The roll must be placed so that the leading edge of the paper feeds from over the top of the roll. (The paper is only coated on one side for printing. If the roll is placed upside down, the paper will come out blank after printing.)

3



Pass the leading edge of the paper over the cutter guide and pull it out through the outlet in the paper compartment. Remove any slack.

4



Close the cover by pushing down gently on the center. A short length of the fax paper will feed out and be cut off.

- If this does not happen, repeat the loading procedure.

Replacing the fax paper

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp fax (thermal) paper which is available from your dealer:

FO-20PR THERMAL PAPER (30 m roll)

- The use of any other paper may result in poor copy quality and excessive build-up of residue on the head. This is due to the different thermal reactive characteristics of each manufacturer's paper.

Sharp paper has a black stripe on the last 1.5 m of the roll. When the fax detects this stripe, it finishes printing the current page and then stops. OUT OF PAPER will appear in the display, and further reception and copying will not be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

Handling fax paper

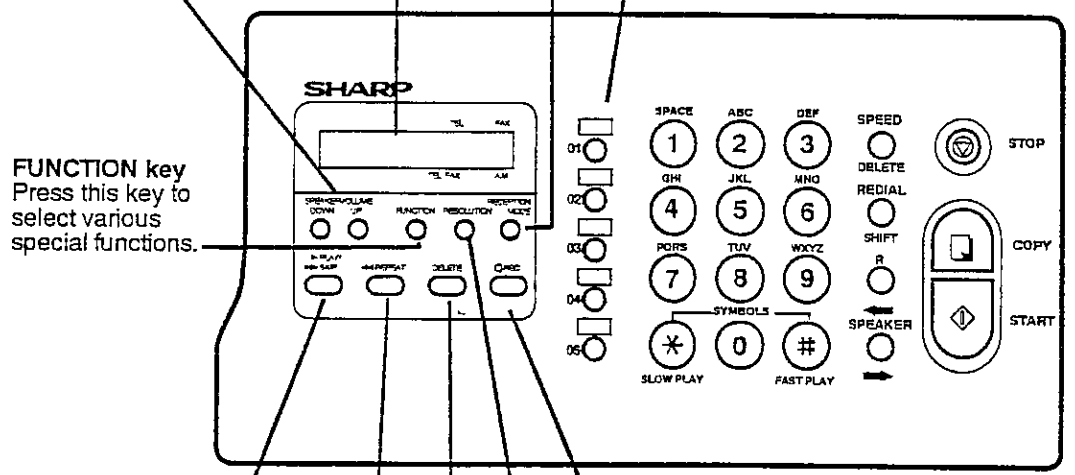
Do not unpack the paper until you are ready to use it. It may become discoloured if:

- It is stored at high humidity or high temperature.
- It is exposed to direct sunlight.
- It comes in contact with glue, thinner, or a freshly copied blueprint.
- It is scratched, causing heat due to friction.
- A rubber eraser or adhesive tape is used on it.

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL

Before you can begin using your fax, there are some settings which must be made using the keys on the operation panel. First take a moment to familiarize yourself with the operation panel, and then make the settings as described on the following pages.



Liquid crystal display
This displays various messages during operation and programming.

RECEPTION MODE key
Press this key to select the mode of reception. An arrow in the display will point to the mode selected.

SPEAKER VOLUME keys
After pressing the **SPEAKER** key, press the **UP** key to turn the volume of the speaker up, or the **DOWN** key to turn it down.

Rapid Keys
Press one of these keys to dial a fax or voice number automatically.

FUNCTION key
Press this key to select various special functions.

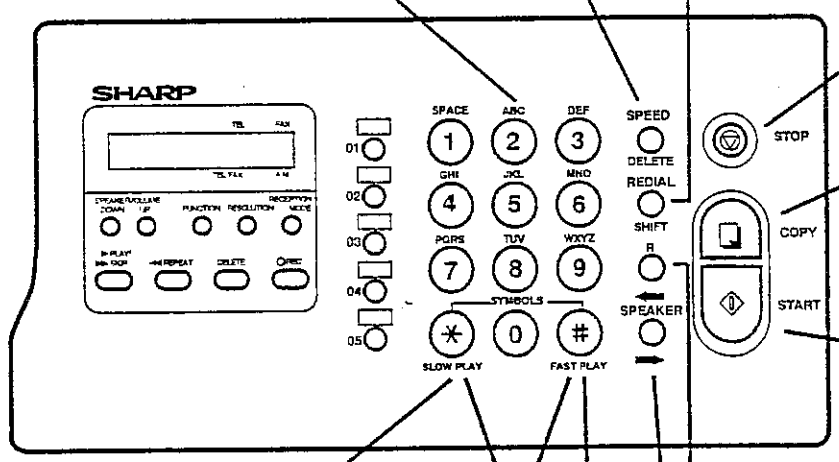
PLAY/SKIP key
Press this key to play recorded messages. During playback, press it to skip forward to the next message.

REC key
Press this key to record an outgoing message or a message to other users of the machine.

REPEAT key
Press this key to repeat playback of a message.

RESOLUTION key
Press this key to adjust the resolution and contrast before sending or copying a document.

DELETE key
Press this key to erase recorded messages.



REDIAL key
Press this key to automatically redial the last number dialled. It can also be used to shift between upper and lower case letters when storing a name.

Number keys
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

SPEED key
Press this key to dial a number by entering a 2-digit Speed Dial number. It also functions as a delete key when storing a number or name.

STOP key
Press this key to stop operations before they are completed.

COPY key
Press this key to make a copy of a document.

START key
Press this key to send or receive a document.

SLOW PLAY key
Press this key to reduce the speed of message playback.

Symbol keys
Press either of these keys to select a special symbol when storing a name.

FAST PLAY key
Press this key to increase the speed of message playback.

R key
If you are on a P.B.X. extension, press this key to transfer or put the other party on hold. It can also be used to move the cursor to the left when storing a number or name.

SPEAKER key
Press this key to dial a number without picking up the handset. It can also be used to move the cursor to the right when storing a number or name.

ENTERING YOUR NAME AND FAX NUMBER

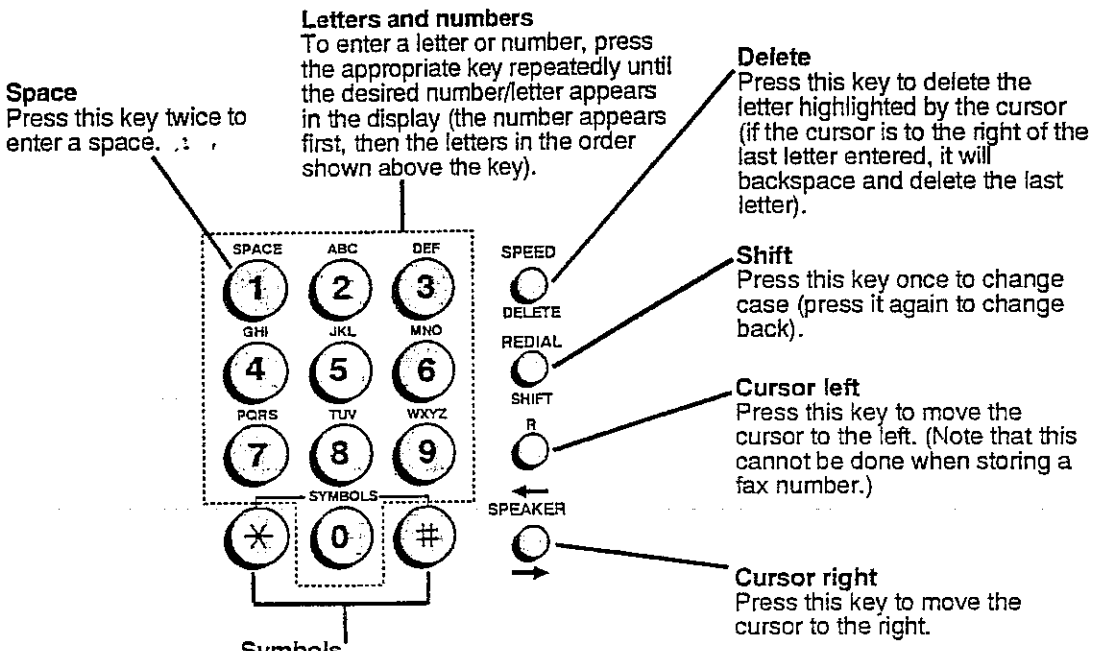
To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

- If you enter an incorrect number or letter, press the **R** key to move the cursor back to the mistake, then enter the correct number or letter. (To move the cursor forward, press the **SPEAKER** key.)

Step	Press these keys:	Comments
1	FUNCTION 3	"ENTRY MODE" will appear in the display.
2	# #	"OWN NUMBER SET" will appear in the display.
3	START	
4	5 5 5 1 2 3 4 (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "✳" key.)
5	START	
6	7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7 (Example: "SHARP")	Enter your name by pressing the appropriate numeric keys as shown on the following page. Press each key repeatedly until the desired letter appears in the display. (Max. of 24 characters.)
7	START	
8	STOP	Exit.

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the number keys. You will notice that letters are marked above each of the number keys "2" through "9". To enter a letter (or number), press the appropriate key one or more times until the letter appears in the display (the number will appear first, followed by the letters in the order marked above the key). The keys used for entering letters and editing are shown below.


Letters and numbers
To enter a letter or number, press the appropriate key repeatedly until the desired number/letter appears in the display (the number appears first, then the letters in the order shown above the key).
Space
Press this key twice to enter a space.
Delete
Press this key to delete the letter highlighted by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).
Shift
Press this key once to change case (press it again to change back).
Cursor left
Press this key to move the cursor to the left. (Note that this cannot be done when storing a fax number.)
Cursor right
Press this key to move the cursor to the right.
Symbols
Press either key repeatedly until the desired symbol appears (see the symbol list below).
SPACE
ABC
DEF
GHI
JKL
MNO
PQRS
TUV
WXYZ
SYMBOLS
SPEED
DELETE
REDIAL
SHIFT
R
SPEAKER

Comments:

- *To enter two letters in succession which require using the same key, press the* **SPEAKER** *key once after entering the first letter, then enter the second letter.*
- *To change one individual letter to another, move the cursor to that letter and enter the desired letter. The new letter will simply replace the old one.*

Symbol list

To enter a symbol from the list below, press the "#" key or the "✳" key repeatedly until the desired symbol appears.

→ ← ✳
. / ! " # $ % & ' ( ) ✳ + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←

At the end of the list, letters particular to the language currently selected with Option Setting 10 will appear as shown in the table. (Note that not all of the languages shown may be available on your fax.)

German	Ä	Ö	Ü	ä	ö	ü
French	à	â	é	è	ï	û
Swedish	Å	Ä	Ö	å	ä	ö
Finnish	Å	Ä	Ö	å	ä	ö
Spanish	Ñ	ñ	á	é	í	ó
Italian	é	è	ù	ò	ì	à
Danish	Æ	Ø	Å	æ	ø	å
Dutch	ÿ					

SETTING THE DATE AND TIME

The date and time appear in the display and reports, and are printed at the top of every page you transmit. Set the date and time by pressing the keys on the operation panel as shown below.

- To correct a mistake, press the **SPEED** key to move the cursor back to the mistake, and then enter the correct number.
- The time setting will change automatically at the beginning and end of summertime.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	✳	DATE & TIME SET will appear in the display.
3	START	
4	1 2 (Example)	Enter the day of the month (2 digits: "01" to "31").
5	0 1 (Example: January)	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.).
6	9 6 (Example: 1996)	Enter the last two digits of the year.
7	1 5 (Example: 3 P.M.)	Enter the hour (2 digits: "00" to "23").
8	2 5 (Example)	Enter the minute (2 digits: "00" to "59").
9	START	The clock will now start.
10	STOP	Exit.

SELECTING THE RECEPTION MODE

Your fax has four modes for receiving incoming calls and faxes:

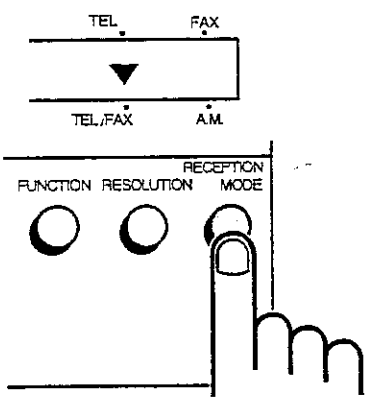
TEL mode: This is the most convenient mode for receiving phone calls. You can also receive faxes; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

FAX mode: Select this mode when you only want to receive faxes on your line. The fax will automatically answer all calls and receive incoming faxes.

TEL/FAX mode: This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

A.M. mode: Select this mode when you are out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode



Press the RECEPTION MODE key until the arrow in the display points to the desired mode.

For more information on receiving faxes in TEL mode, FAX mode, and TEL/FAX mode, see "Receiving Documents" in Chapter 3. For more information on using A.M. mode, see Chapter 4.

ANSWERING MACHINE SET-UP

The UX-85's built-in answering machine allows you to receive both voice messages and fax transmissions while you are out.

When the reception mode is set to A.M., the answering machine will automatically answer incoming calls and play your outgoing message. Voice callers can leave a message just as with any regular answering machine. If the call is a fax transmission, the UX-85 will automatically receive it.

- Up to 11 minutes of incoming messages, memos, and phone conversations can be recorded, depending on the length of the outgoing message (max. 60 secs.) and transfer message (max. 15 secs.).

Note: *In A.M. mode, the machine will automatically switch to fax reception if it detects a period of silence longer than 6 seconds after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, he or she will be cut off.*

Recording the outgoing message

The outgoing message (OGM) is the greeting which is played after the machine answers a call to inform callers that they can leave a message or send a fax. To use the answering machine, you must first record an outgoing message as shown below.

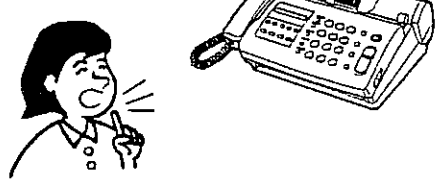
The following is an example:

"Hello, thank you for calling the ABC Company. No one is available to take your call right now. Please leave a message after the beep. If you should hear a further two beeps, no more recording is possible. To send a fax press your facsimile Start button now."

1

Press the REC key, "1", and the START key.

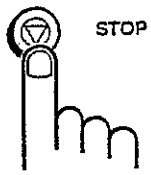
2



Speak facing the "MIC" mark on the left side of the machine at a distance of about 30 cm.

- The message can be up to 60 seconds long.
- While recording, the display will show the time remaining to record.

3



When finished, press the STOP key.

- If the time limit is exceeded or the handset is lifted, recording will stop automatically.

To check the outgoing message

Press the REC key, 1, and the PLAY/SKIP key.

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

- *Note that with all the settings, the machine will stop recording if it detects that the caller has cleared or that there is a fax machine at the calling end.*

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	# #	ICM RECORD TIME will appear in the display.
3	1 (Example)	Press a numeric key to select the desired ICM recording time: • "1": 15 seconds • "2": 30 seconds • "3": 60 seconds • "4": 4 minutes
4	START	
5	STOP	Exit.

Austria: *The selection, "4 minutes", is not available (the initial setting is 3 minutes).*

Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- Automatic fax reception OFF: The UX-85 will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the UX-85 from a remote location, you can wait until it answers, listen to your messages, and then erase them (see "Remote operations" in Chapter 4).

- Automatic fax reception ON: The reception mode will switch to **FAX** mode, allowing the UX-85 to continue to receive faxes automatically without broadcasting an OGM on answering. With this setting, you can still use the remote commands to listen to your messages and erase the message memory (see "Remote operations" in Chapter 4).

Automatic fax reception is set to OFF at the factory before shipping. If you want to change it to ON, press the panel keys as follows:

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	*	ON A.M. FAILURE will appear in the display.
3	1 or 2	Press "1" to turn automatic fax reception on, or "2" to turn it off.
4	STOP	Exit.

STORING NUMBERS FOR AUTOMATIC DIALLING

Automatic dialling is a quick and convenient way of dialling which is performed by either pressing a Rapid Key (Rapid Key Dialling), or pressing the **SPEED** key and entering a 2-digit number (Speed Dialling). It can be used for both fax transmissions and voice calls.

To use automatic dialling, you must first store the full number in your fax. At this time, you assign a 2-digit Speed Dial number to it, and you can also enter a name which appears in the display when the number is dialled. Up to 15 numbers can be stored.

- ♦ Speed Dial numbers from "01" to "05" can be used for both Rapid Key Dialling and Speed Dialling; Speed Dial numbers from "06" to "15" can only be used for Speed Dialling.
- ♦ Attach the Rapid Key labels to the Rapid Keys, and then write the name of the party above the corresponding key each time you store a number for Rapid Key Dialling.

Storing numbers

Comments:

- *When storing an international number, you can press the* **R** *key after you enter the access code for international numbers (this directs the machine to detect the dial tone, a step which is necessary in some areas).*
- *If the machine is connected to a PBX, numbers dialled by Automatic Dialling are automatically transferred to the public line (you do not have to enter the access code, etc. for an outside line when storing the number). To store a number which is within your PBX, press the* **R** *key before entering the number.*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*
- *If you are entering a number which requires waiting time between certain digits, press the* **REDIAL** *key. This will insert a pause of 4 seconds (you can press the key more than once if necessary). For example, if the number you are storing involves accessing a special telephone service, you might need to add a pause after entering the access code for that service.*

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	#	FAX/TEL # MODE will appear in the display.
3	1	Select SET.
4	0 1 (Example)	Enter a 2-digit number (from 01 to 15) using the numeric keys. This will be the Speed Dial number.
5	5 5 5 1 2 3 4 (Example)	Enter the fax or voice number (max. of 20 digits including pauses) using the numeric keys.
6	START	
7	2 3 4 ... 9 (Example)	Enter the name of the location or party by pressing numeric keys as described in "Entering Letters for Names" in this chapter (max. of 10 characters). If you don't want to enter a name, skip this step.
8	START	
9	Step 4 or STOP	Return to Step 4 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	#	FAX/TEL # MODE will appear in the display.
3	2	Select CLEAR.
4	0 1 (Example)	Enter the Speed Dial number which you want to clear using the numeric keys.
5	START	
6	Step 4 or STOP	Return to Step 4 to clear another number, or press **STOP** to exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display (Steps 5 and 7, respectively).

Numbers and letters are changed as described in "Entering letters for names" in this chapter.

♦ ***A lithium battery keeps automatic dialling numbers in memory***

Your fax uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off.

Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years.

If the battery fails, have your dealer or service agent replace it. Do not try to replace it yourself.

3 FAX OPERATIONS

SENDING DOCUMENTS

Transmittable documents

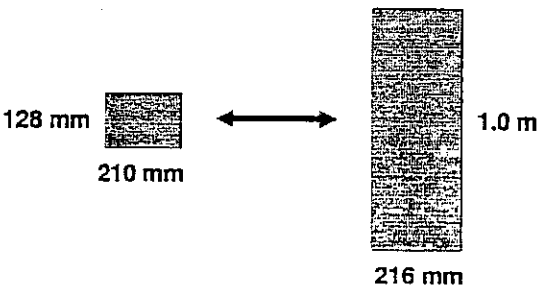
Your fax can transmit most standard office documents. Specific guidelines are as follows:

Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

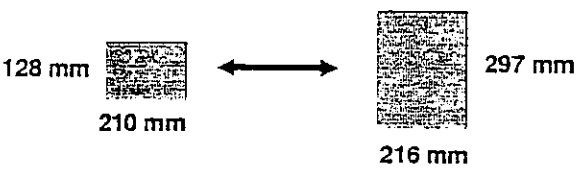
One sheet at a time:

52 g/m² ⟷ 157 g/m²



Several sheets at once:

52 g/m² ⟷ 80 g/m²



Note: *The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.*

Scanning width:	210 mm
Scanning length:	The length of the sheet minus 4 mm from both the top and bottom edges.

Other restrictions

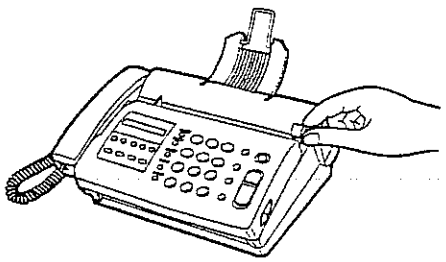
- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognise these colours.
- Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy used for transmission.

Loading the document

Up to 15 pages can be placed in the feeder at one time. The pages will be automatically fed into the fax starting from the page on the bottom.

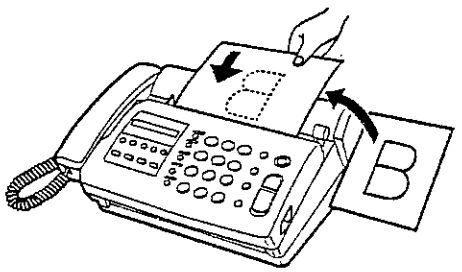
- If you need to send or copy more than 15 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guide on the right side of the feeder to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the fax first.

- The feeder will draw the leading edge of the document into the fax. READY TO SEND will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialling and transmission".

Important:

- *If you need to remove the document from the feeder before transmission or copying, first open the operation panel by pulling the panel release on the right side of the fax forward, and then remove the document. If you try to pull the document out without opening the operation panel, you may damage the feeder mechanism.*

Resolution and contrast

If you want, you can adjust the resolution and contrast before sending a document.

Resolution

Your fax has 3 resolution settings:

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 16 shades of grey.

If you do not make a setting, the fax will automatically send the document in STANDARD.

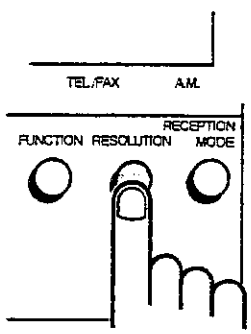
- In order to transmit with FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your fax will automatically step down to STANDARD.
- The default resolution (the resolution the fax uses if you do not make a resolution setting) can be changed to FINE by changing Option Setting 2. See Chapter 7, "Optional Settings".

Contrast

The contrast is normally set to AUTO, which means that the fax automatically controls the contrast. However, if you are sending a light document, such as one written in pencil, we recommend that you change the setting to DARK.

Setting the resolution and contrast

Note: *In order to make a resolution and/or contrast setting, the document must first be loaded in the feeder.*



Press the RESOLUTION key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

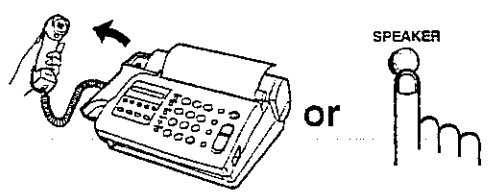
Dialling and transmission

Once you have loaded the document and made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialling, and you can select the one which best suits your needs.

Normal Dialling

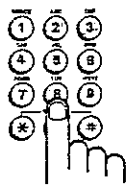
With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

1



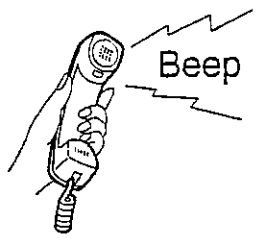
Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

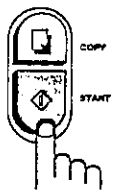
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the START key. Replace the handset if you used it.

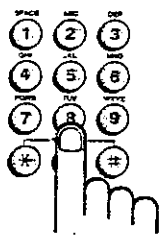
- When transmission is completed, the fax will beep.

Direct Keypad Dialling

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **SPEAKER** key.

- Direct Keypad Dialling is a form of automatic dialling, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialling" in Chapter 2.)

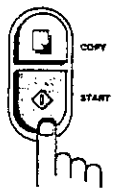
1



Enter the number of the receiving machine by pressing the numeric keys.

- If you are on a PBX and are dialling another number within that PBX, press the **R** key before dialling.
- If you are dialling an international number, press the **R** key after entering the access code for international numbers.

2

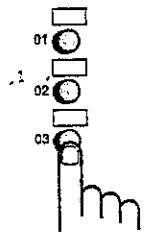


Check the display. If the number of the receiving machine shown is correct, press the START key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Rapid Key Dialling

If the number you want to dial has been stored for automatic dialling as a Speed Dial number from "01" to "05" (see "Storing Numbers for Automatic Dialling" in Chapter 2), you can dial it by pressing the corresponding Rapid Key.



Example: To dial Speed Dial number "03", press Rapid Key 03.

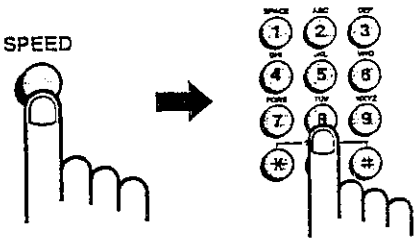
Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialling

Speed Dialling can be used to dial any number which has been stored for automatic dialling (see "Storing Numbers for Automatic Dialling" in Chapter 2).

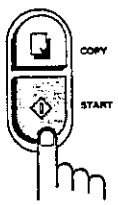
1



Press the SPEED key and then enter the two digits of the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2



Check the display. If the name or number shown is correct, press the START key.

- If it is not correct, press the **STOP** key and then repeat Step 1.

Redialling

Automatic redialling

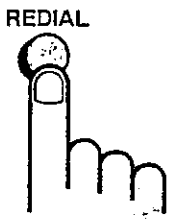
If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, your fax will automatically redial the number. This will be done 2 times at intervals of 2.5 minutes.

♦ To stop automatic redialling, press the **STOP** key.

Using the REDIAL key

If the line is busy, you can press the **REDIAL** key to redial the number (the last number dialled is redialled).

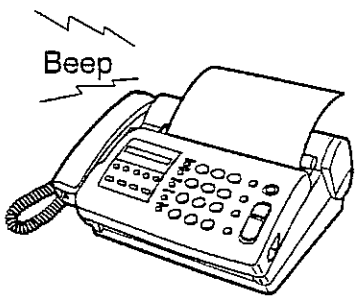
1



Press the REDIAL key.

- The speaker will be activated. (Be sure to adjust the speaker volume adequately.)

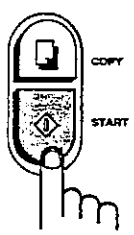
2



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other person answers, pick up the handset and ask them to press their Start key. This causes the other machine to issue a reception tone.

3



When you hear the reception tone, press the START key. Replace the handset if you used it.

RECEIVING DOCUMENTS

Using FAX mode

When the reception mode is set to FAX (press the **RECEPTION MODE** key until the arrow in the display points to **FAX**), your fax automatically answers all calls on 1 or 2 rings and receives the incoming documents.

- You can change the number of rings on which the fax answers incoming calls to 5 by resetting Option Setting 3 (see Chapter 7, "Optional Settings"). In this case, if you pick up the handset before your fax answers, you can talk to the other party and/or receive a document as described below in "Using TEL mode".

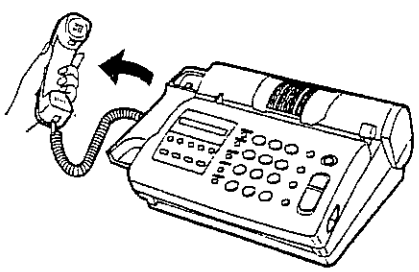
France:

- *Option Setting 3 is not available.*

Using TEL mode

When the reception mode is set to TEL (press the **RECEPTION MODE** key until the arrow points to **TEL**), you must answer all calls (including fax transmissions) using the fax's handset or an extension phone connected to the same line.

Receiving faxes on the FO-451



When your fax rings, pick up the handset.

- If you hear a fax tone, wait until RECEIVING appears in the display, and then replace the handset.
- If the other party first talks to you and then wants to send a fax, press the **START** key after speaking. Replace the handset.

Note: *If you have set Option Setting 12 to "NO" and you hear a fax tone when you pick up the handset, you must press the **START** key to begin reception.*

Receiving faxes on an extension phone

Germany, Austria, Switzerland:

- *This function is not available.*

If you hear a fax tone when you answer an extension phone, wait until your fax answers (the extension phone will go dead), and then hang up. Your fax will automatically receive the document.

Note: *If your fax does not respond within 5 seconds, noise on the line may be preventing it from detecting the fax tone. In this case, manually activate fax reception as described in the following paragraph.*

If the other party first talks to you and then wants to send a document, press "**5**", "✱" and "✱" if you are on a tone dial phone or a pulse dial phone capable of sending tone signals. If your phone cannot send tone signals, hang up the extension handset (the telephone line will remain open whilst the caller is offhook), walk over to the fax, pick up the handset, and press the **START** key.

Note: *Your fax will not accept the signal to begin reception ("**5**", "✱", and "✱") if a document is loaded in its feeder.*

Comments:

- *If you have set Option Setting 12 to "NO" and hear a fax tone when you answer the extension phone, you must press "**5**", "✱", and "✱" if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START** key if you are on a pulse dial phone.*
- *The code used to activate fax reception from a tone dial extension phone ("**5**", "✱", and "✱") can be changed if desired. See Option Setting 4 ("Tel/Fax Remote Number") in Chapter 7, "Optional Settings".*
- *If you do not intend to use the code for activating fax reception, you can turn detection of the code off by resetting Option Setting 5. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to "**5**", "✱", and "✱" while you are talking on an extension phone.*

Using TEL/FAX mode

When the reception mode is set to TEL/FAX (press the **RECEPTION MODE** key until the arrow in the display points to **TEL/FAX**), your fax automatically answers all calls on 1 or 2 rings. After answering, your fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- If your fax detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Comments:

- *Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.*
- *The duration of pseudo ringing can be adjusted with Option Setting 9. See Chapter 7, "Optional Settings".*

POLLING

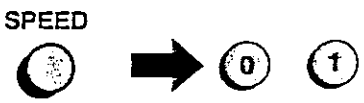
Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission.

Setting the polling key

To use the polling function, you must first reset Rapid Key 05 for use as a polling key. This is done by resetting Option Setting 8, as described in Chapter 7, "Optional Settings". (Note that when Rapid Key 05 is set as a polling key, it cannot be used for Rapid Key Dialling.)

Performing a polling operation

1

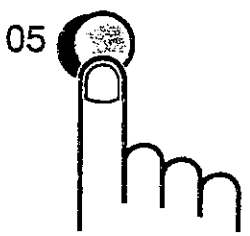


(Example)

Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2



Press Rapid Key 05.

- When POLLING appears in the display, replace the handset if you used it. Reception will begin.

Turning the Transfer function on or off

(The Transfer function is described in the following section, "Other functions".)

(Example)

To turn Transfer on: Press "9", "1", and "#" on the telephone.

To turn Transfer off: Press "9", "2", and "#" on the telephone.

Changing the transfer telephone number

1

Press "9", "0", and "#" on the telephone.

2

(Example)

After you hear a short beep, enter the new telephone number. When finished, press "#".

- To insert a pause between any two digits of the number, press "✱".

Recording a new transfer message

1

Press "9", "3", and "#" on the telephone.

2

When you hear a short beep, speak into the telephone to record the new message.

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a "Memo"

You can leave a "memo" for other users of the UX-85. This will be played back along with any other incoming messages when they listen to the latter.

1

Press "✳" and "#" on the telephone.

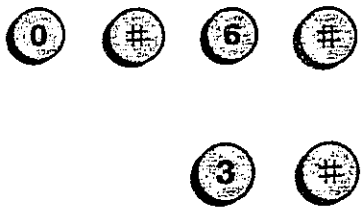
2

When you hear a short beep, speak into the telephone to record the memo.

3

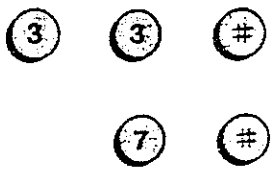
When you are finished, press "0" and "#".

- If the UX-85 detects a certain period of silence, it will stop recording automatically.



- **Play new messages:** To listen to only your new messages, first stop playback by pressing "**0**" and "**#**", and then press "**6**" and "**#**".
- **Erase a message:** To erase the message you are currently listening to, press "**3**" and "**#**" before it ends.

4



When you have finished listening to your messages, you can do any of the following:

- **Erase all messages:** To erase all of your messages, press "**3**", "**3**", and "**#**".
- **Repeat playback:** To listen to your messages again, press "**7**" and "**#**".
- **Perform other operations:** You can enter any of the commands described in the following section, "Other remote operations".
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. In order to make the UX-85 release the line immediately prior to hanging up (necessary particularly during the transfer function), press "*" twice before hanging up.

Comments:

- *When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.*
- *When entering a command, do not pause longer than 10 seconds between each digit. If you do, a 4-beep error signal will be issued and the digits entered up to that point will be disregarded. In this case, re-enter the command from the beginning.*
- *If you make two errors (cause two 4-beep signals to be issued) while entering your remote code number, the line will be disconnected. This prevents unauthorized people from attempting to guess your remote code number.*
- *If you pause for longer than 60 seconds before entering a command, you will be disconnected.*

Germany, Austria, Netherlands:

- *The machine will send a short beep signal every 3 minutes in Germany, every 2 minutes in Netherlands, and every 60 seconds in Austria, which has to be confirmed by pressing any key on the remote telephone, otherwise you will be disconnected.*

Other remote operations

After listening to your messages, you can do any of the operations described below by pressing the appropriate keys on the telephone.

Note: *The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing "0" and "#", and then enter the command.*

Changing the fax reception mode

(Example)

Select a new reception mode by pressing the keys as follows:

- A.M. mode: "8", "1", and "#".
- FAX mode: "8", "2", and "#".
- TEL mode: "8", "3", and "#"
- TEL/FAX mode: "8", "4", and "#".

Recording a new outgoing message

1

Press "4" and "*" on the telephone.

2

When you hear a short beep, speak into the telephone to record the new message.

- The time for the outgoing message is fixed at 60 seconds. After 60 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Toll Saver

When you call the UX-85 to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the UX-85 will answer after the number of rings set with Option Setting 3 (see Chapter 7), the same as when it is set to FAX reception mode.

Germany, Austria:

- *This function is not available.*

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	#	TOLL SAVER will appear in the display.
3	2 (Example)	Press "1" to turn Toll Saver on, or "2" to turn it off.
4	STOP	Exit.

Retrieving your messages

Note: *You can also access the UX-85 for remote operation when the reception mode is set to FAX or TEL/FAX. In this case, call the UX-85, press the "#" key immediately after it answers (before you hear the fax tone), and then continue from Step 2 below.*

1

Call the UX-85 from a touch-tone telephone. When your outgoing message begins, press the "#" key on the telephone.

- You will hear a short beep, and the outgoing message will stop.

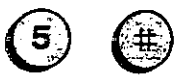
2

(Example)

Enter your remote code number and "#" using the keys on the telephone.

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.

3



While the messages are playing, you can do any of the following:

- **Repeat:** To listen to a message a second time, press "**2**" and "**#**" on the telephone before that message ends. To move back to the previous message, press "**2**" and "**#**" within the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press "**5**" and "**#**" on the telephone.
- **Stop:** To stop playback, press "**0**" and "**#**" on the telephone. After this, you can enter any of the commands described in the following section, "Other remote operations".

Date and time of ICMs

You can check the date and time of your received messages by pressing the panel keys as shown below.

- The dates and times are also shown in the Message List, which can be printed out as described in Chapter 8.

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	✳ ✳	ICM CONFIRMATION will appear in the display.
3	START	The number of messages recorded will appear in the display.
4	# or ✳	Press "#" or "✳" one or more times to show the date and time of each of the messages. The message number will appear first, and then the date and time four seconds later.
5	STOP	Exit.

Note: *The recorded dates and times are cleared each time you erase the messages.*

REMOTE OPERATIONS

You can call the UX-85 from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

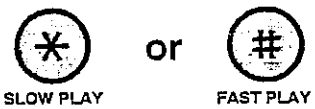
- We recommend that you do not use a tone dial remote unit, as this can cause distortions on the telephone line, leading to malfunctions.

Remote code number

When you call the UX-85, you must enter a remote code number before you can perform any operations. This is to prevent unauthorised people from listening to your messages. The remote code number has been set to "001" at the factory. You can use any 3-digit number as the remote code number.

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	# # #	REMOTE CODE will appear in the display.
3	2 2 2 (Example)	Enter a number (3 digits) with the numeric keys.
4	START	
5	STOP	Exit.

2



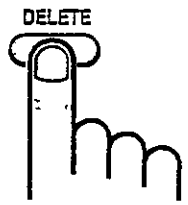
The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- To listen to a message a second time, press the **REPEAT** key before playback of that message ends.
- To move back to the previous message, press the **REPEAT** key within 3 seconds of the beginning of the current message.
- To "rewind" gradually, hold the **REPEAT** key down at least one second. The longer you hold down the key, the further back you will go.
- To skip forward to the next message, press the **PLAY/SKIP** key.
- To move forward gradually, hold the **PLAY/SKIP** key down at least one second. The longer you hold down the key, the further forward you will go.
- To increase playback speed, press the **FAST PLAY** key once or twice as desired. To decrease playback speed, press the **SLOW PLAY** key once or twice as desired.

Note: *Playback will stop if you receive a call. Lift the handset if you wish to speak with the caller. Press the* **STOP** *key to receive a fax.*

Erasing received messages

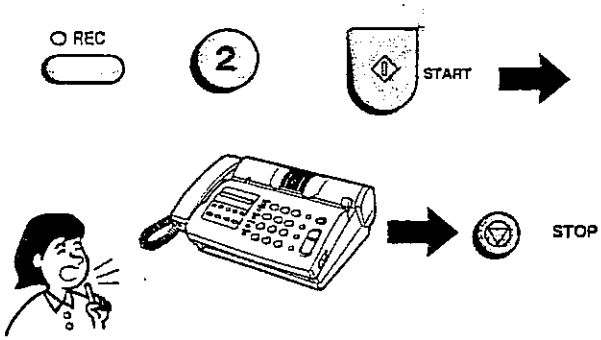
It is important to erase received messages after you listen to them to ensure that the memory does not become full. This is done as follows:



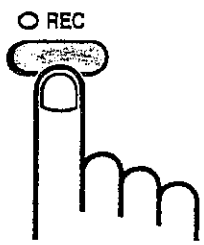
- **Erasing all messages:** To erase all messages, press and hold down the **DELETE** key for at least 2 seconds. Do this after playback has been completed, not during playback.
- **Erasing a single message:** To erase only a single message, press the **DELETE** key (do not hold it down) while the message is being played.

Using the REC key

You can use the **REC** key to record telephone conversations and messages for other users of the UX-85. These will be played back together with any incoming messages when the **PLAY/SKIP** key is pressed.



- **Recording messages:** To record a message, press the **REC** key, the **2** key, and the **START** key. Speak facing the "**MIC**" mark on the left side of the machine at a distance of about 20 to 30 cm. When you have finished, press the **STOP** key.



- **Recording phone conversations:** To record a phone conversation, hold down the **REC** key during the conversation you want to record. When you are finished, release the key.

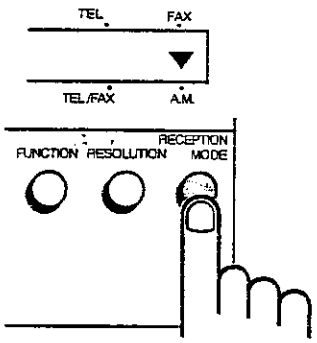
Note: *If the fax machine you want to poll is secured against unauthorised polling, you will need to ask the operator of that machine to give you permission to poll it. Make sure that your fax number has been entered in your fax as described in "Entering your name and fax number" in Chapter 2, as the secured machine will use it to identify you when you attempt to poll.*

4 USING THE ANSWERING MACHINE

OPERATING THE ANSWERING MACHINE

Activating the answering machine

Activate the answering machine before you go out as follows:



Press the RECEPTION MODE key until the arrow in the display points to A.M..

- The outgoing message will play, and the answering machine will be activated.
- If no outgoing message has been recorded, OGM NOT RECORDED will be displayed, an alarm will sound and the reception mode will revert to **TEL**. Record an outgoing message as described in "Answering Machine Set-up" in Chapter 2.

Note: *If the memory is full from messages previously recorded, MEMORY IS FULL will appear in the display. To set the reception mode to* ***A.M.****, you must first erase the messages.*

When the reception mode is set to A.M., the UX-85 will answer incoming calls after 2 rings if it has received at least 1 incoming message, or after 4 rings if it hasn't received any messages. (For more information, see "Toll Saver" in "Remote Operations" in this chapter.)

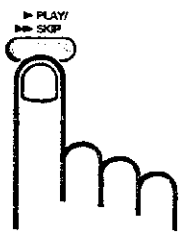
Germany, Austria:

- *This function cannot be available.*

Listening to received messages

When you return, the display will show the number of messages recorded. Listen to them as follows:

1



Press the PLAY/SKIP key.

- If you only want to listen to new messages (messages not previously listened to), continue to hold the **PLAY/SKIP** key down for at least two seconds.

Transfer function

The Transfer function is used to make the UX-85 automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

When you answer the telephone, you will hear your recorded message telling you that the call is a transfer call. Enter "#", your remote code number, and "#". The answering machine will then play back your messages. You can also perform any of the remote operations described in the previous section.

Note: *When you hang up after a transfer call, the UX-85 will not immediately release the line. If you need to accept calls immediately after a transfer call, enter "*" twice before hanging up to free the line (if you want to hang up during message playback, first enter "0" and "#" to stop playback, then enter "*" twice).*

Programming the transfer number

To use the Transfer function, you must first give the UX-85 the number to call (the transfer number). This is done by pressing the panel keys as follows:

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	* * * *	TRANSFER # ENTRY will appear in the display.
3	5 5 5 1 2 3 4 (Example)	Enter a transfer number (max. of 32 digits including pauses) using the numeric keys.
4	START	
5	STOP	Exit.

Note: *If needed, you can change the transfer number from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Recording the transfer message

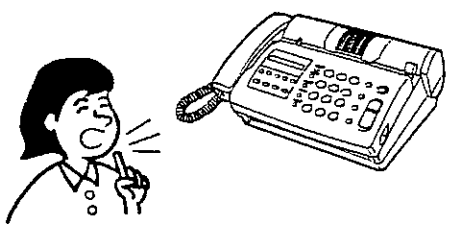
The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. Follow the steps below to record a transfer message. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

1

Press the REC key, "3", and the START key.

2



Speak facing the "MIC" mark on the left side of the machine at a distance of about 30 cm.

- The message can be up to 15 seconds long.
- While recording, the display will show the time remaining to record.

3

When finished, press the STOP key. The machine will return to standby mode.

- If 15 seconds elapses or the handset is lifted, the machine will automatically return to standby mode.

Note: *If needed, you can record the transfer message from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Turning the Transfer function on and off

Step	Press these keys:	Comments
1	FUNCTION 0	A.M. SETTINGS will appear in the display.
2	* * *	TRANSFER FUNC will appear in the display.

3	1 or 2	Press "1" to turn Transfer on, or "2" to turn it off.
4	STOP	Exit.

Note: *If needed, you can turn the Transfer function on or off from a remote location. See "Other remote operations" in the previous section, "Remote operations". (To turn the transfer function on or off, the transfer number must be programmed in the machine first).*

Override Ringing

This function allows selected callers using a tone dial telephone to override the answering machine's outgoing message and make a special ringer on the UX-85 ring, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering machine, your callers must enter a 3-digit "override code" from their telephone. This code has been set to "009" at the factory. If you want to change it, press the panel keys as shown below.

Important!

- *Make sure the override code is different from the remote code used for remote operations.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. SETTINGS.
2	# # # #	Move to OVERRIDE CODE.
3	5 5 5 (Example)	Enter a number (3 digits) with the numeric keys.
4	START	
5	STOP	Exit.

Using the function

The procedure for overriding the answering machine is as follows:

1

Your caller calls the UX-85 from a tone dial telephone. When the outgoing message begins, he or she should press the "#" key on the telephone.

- The caller will hear a short beep, and the outgoing message will stop.

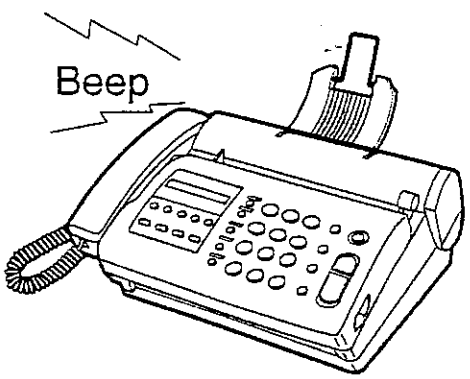
2

(Example)

The caller should enter the override code and "#" by pressing the keys on the telephone.

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 60 seconds or the line will be disconnected.

3



The UX-85 will make a special ringing sound. Pick up the handset to answer the call. (Note that an extension telephone connected to the same line will not ring.)

- If you do not answer within 30 seconds, the outgoing message will play again and the caller can then leave a message.

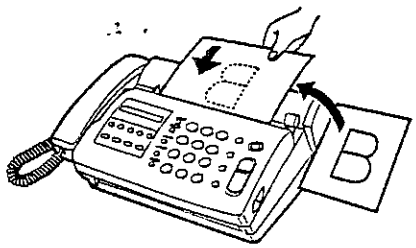
Notes

5 MAKING COPIES

Your fax can also be used to make copies. In particular, this function can be used to make sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

◆ The default resolution for copying is FINE.

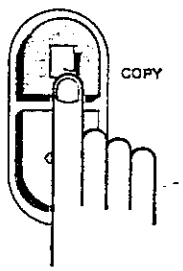
1



Load the document(s) face down.

- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2



Press the COPY key.

Incoming calls during copying

The fax goes into manual reception mode during copying, so if a call comes in at this time, pick up the handset to answer.

To receive a document, press the **START** key after copying is finished. If you want to begin reception immediately, press the **STOP** key to stop copying, and then press the **START** key as soon as the document has fed out and the fax has returned to standby mode.

Notes

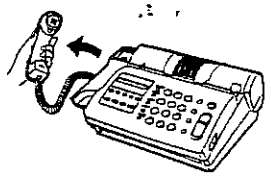
6 MAKING TELEPHONE CALLS

Your fax can be used like a regular telephone to make and receive voice calls.

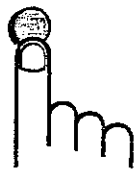
Note: *To make or receive a phone call, the power must be on (except in Italy and Belgium).*

Making telephone calls

1

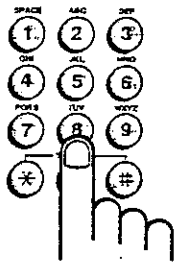


or



Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2



Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED** key, and enter the 2-digit Speed Dial number with the numeric keys.

3

Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset.

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset.

Issuing tone signals

If you are on a pulse dial line, you can use the "✱" key to temporarily issue tone signals when you press the numeric keys. This allows you to use certain telephone services which require entering tone signals.

When you need to enter one or more tone signals, press the "✱" key and then press the appropriate numeric keys.

To change back to pulse mode, simply hang up (the dialling mode automatically changes back to the setting of Option Setting 7 when you hang up).

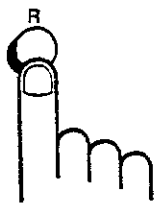
PBX operations

If your fax is connected to a PBX, you can use it to perform the following operations:

- **Making enquiry calls:** During a call, you can put the other party on hold, make a further call to a third party, and then go back to your original caller.
- **Transferring calls:** You can transfer a call to another number on the same PBX without operator assistance.

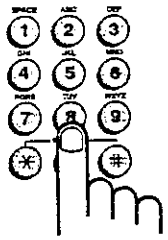
Making enquiry calls

1



During the telephone conversation, press the R key. This puts the other party on hold.

2



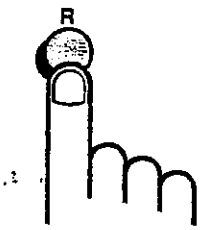
When you hear the dial tone, dial the number of the third party for the enquiry call.

3

When you have finished the enquiry call, you will be automatically returned to the original caller as soon as the third party hangs up.

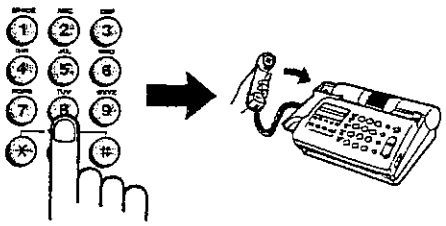
Transferring calls

1



During the telephone conversation, press the R key. This puts the other party on hold.

2



When you hear the dial tone, dial the number to which you want to transfer the call. When the other party answers, hang up, and the call will be transferred.

- If the other party does not answer, press the **R** key again to return to the original caller.

Notes

7 OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

Step	Press these keys:	Comments
1	FUNCTION 4	OPTION SETTING will appear in the display.
2	# or *	Move through the list of settings by pressing "#" to move forward, or "*" to move backward. The settings will appear in the order listed below.
3	2 (Example)	When the desired setting appears in the display, change it appropriately as described below.
4	STOP	Exit.

Settings

Setting 1: RINGING VOLUME
This sets the volume of the ringer. Press "**1**" for low, "**2**" for middle, or "**3**" for high.

- Factory setting: **"2"**

Setting 2: FINE RESOLUTION PRIORITY
This sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press "**1**" (YES) to set it to FINE, or "**2**" (NO) to set it to STANDARD.

- Factory setting: **"2"**

Setting 3: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax machine waits before answering an incoming call in FAX reception mode. Press "**1**" to select 1 or 2 rings, or "**2**" to select 5 rings.

- Factory setting: **"1"**

Setting 4: TEL/FAX REMOTE NUMBER (TRANSFER CODE)
This sets the 1-digit number for activating fax reception from an extension telephone. Enter any number from "**0**" to "**9**".

- Factory setting: **"5"**

Setting 5: REMOTE RECEPTION SELECT
This turns detection of the code for activating fax reception from an extension phone on or off. Press "1" to turn detection on, or "2" to turn detection off.

- Factory setting: "1"

Setting 6: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out Transaction Reports. Enter a number from "1" to "4" as follows:

"1" (ALWAYS PRINT):	Print out after each transmission, reception, or error.
"2" (ERROR PRINT):	Print out only after an error occurs.
"3" (SEND ONLY):	Print out only after a transmission.
"4" (NEVER PRINT):	Never print out.

- Factory setting: "2"

Germany: *Selection "4" is not available.*

Setting 7: DIAL MODE
This sets the mode of dialling. Press "1" if you are on a tone dial line, or "2" if you are on a pulse dial line.

- Factory setting: "2"

Italy: *When the power is off, the dial mode reverts to pulse. If you need to make a call when the power is off and are on a tone dial line, press the "✱" key before dialling to change the mode to tone (note that when you hang up, the mode will once again revert to pulse).*

Setting 8: POLLING
Press "1" if you want to use Rapid Key 05 as a polling key. Press "2" if you want to use it as a regular Rapid Key.

- Factory setting: "2"

Setting 9: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing when Tel/Fax Changeover is enabled. Enter a number from "1" to "4" as follows:

"1" (15 SEC.):	15 seconds
"2" (30 SEC.):	30 seconds
"3" (60 SEC.):	60 seconds
"4" (120 SEC.):	120 seconds

- Factory setting: "1"

Austria: *Selection "4" is not available.*

Setting 10: LANGUAGE SELECT
This sets the language used in display messages, reports, and lists. Press the **START** key, the "#" key or the "✱" key one or more times until the desired language appears in the display, and then the **START** key again.

Setting 11-1: PBX CONNECTION
Press "1" (YES) if the machine is connected to a PBX. Press "2" (NO) if it is connected to a regular public line.

- Factory setting: "2"

(If you select "1", Setting 11-2 will subsequently appear in the display. If you select "2", Setting 12 will appear.)

Setting 11-2: PBX SELECT
This sets the mode used for connecting calls from a PBX to an outside line. Refer to your PBX manual or consult your supplier for the correct setting. Make the selection by entering a number from "1" to "3" as follows:

"1":	Earth
"2":	Flash
"3":	ID

- Factory setting: "3"

(If you select "3", Setting 11-3 will subsequently appear in the display. If you select "1" or "2", Setting 11-4 will appear.)

Setting 11-3: PBX ID NO.
If you set Option Setting 11-2 to "3" (PBX ID digit mode), use this setting to enter your PBX ID number (maximum of 3 digits). Press the **START** key when finished.
Note: To change a number or correct a mistake, see "Entering letters for names" in Chapter 2.

Setting 11-4: REGISTER RECALL
This sets the recall mode used for transferring calls on a PBX. Refer to your PBX manual or consult your supplier for the correct setting. Make the selection by entering a number from "1" to "3" as follows:

"1":	Earth
"2":	Flash
"3":	No operation

- Factory setting: "2"

Setting 12: FAX SIGNAL RECEIVE
Your fax is set to automatically begin reception if you hear a high-pitched fax tone after answering a call. If you use a computer fax modem on the same line, you must turn this setting off in order to prevent your fax from mistakenly attempting to receive documents sent from the computer fax modem. Press "**2**" to turn the setting off, or "**1**" to turn it on.

- Factory setting: "**1**"

Setting 13: 2ND DIAL TONE DETECT (France only)
Press "**1**" if you want the fax to perform 2nd dial tone detection when making an international phone call. Press "**2**" for no 2nd dial tone detection.

- Factory setting: "**2**"

8 PRINTING OUT REPORTS AND LISTS

You can print out a variety of lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. Each list and the report is described below.

Printing out a list

Step	Press these keys:	Comments
1	FUNCTION 2	LISTING MODE will appear in the display.
2	# or *	Move through the lists by pressing "#" or "*". Stop when the desired list appears in the display.
3	START	Print out the list.

Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialling.

Own Telephone Number List

This list shows your name and telephone number as entered in the machine, and a sample of the header which is automatically printed at the top of every page you transmit (**HEADER PRINT**).

Options Setting List

This list shows the current status of the optional settings.

A.M. Program List

This list shows the settings and codes programmed for the answering machine.

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time of recording, the length, and the type (ICM or memo).

Transaction Report

This report is printed out automatically after an operation is performed to allow you to check the result. The machine is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every transaction (and error), every transmission (and error), or not at all. Change the setting by resetting Option Setting 6.

♦ The report cannot be printed out manually.

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. In the case of a transmission, the number dialled appears. In the case of a reception, the programmed ID of the sending machine appears. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the fax paper or document occurred.

NO PAPER - You ran out of fax paper during reception.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See the appropriate list below based on whether you were transmitting or receiving.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

Transmission errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Cannot recognize the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.

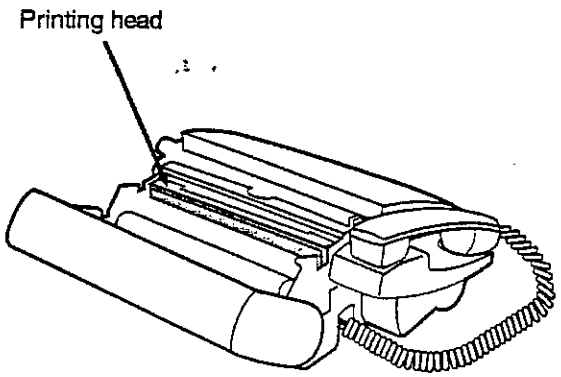
Reception errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognize the handshake signal from the transmitter side.
E-3	Cannot recognize the last handshake signal from the transmitter side.
E-4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognize the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.

9 MAINTENANCE

Fax printing head

Clean the printing head frequently to ensure optimum printing performance. To clean the head, first unplug the power cord, open the paper compartment cover (grasp the finger hold on the front and center of the cover and pull up), and remove the fax paper.



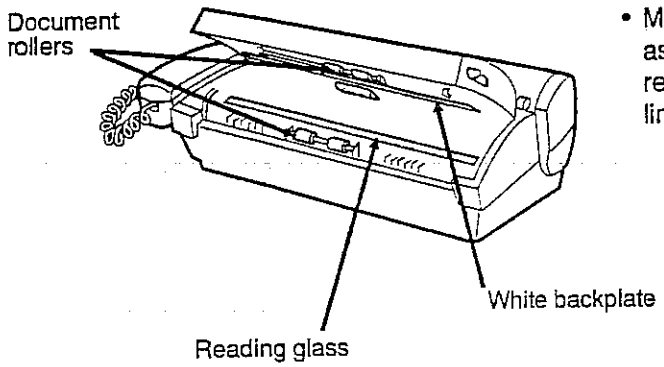
Wipe the printing head with a soft cloth dampened with isopropyl alcohol.

Caution!

- *Do not use benzene or thinner. Avoid touching the head with hard objects.*
- *The head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the head to cool prior to cleaning.*

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (pull the panel release on the right side of the fax forward), and clean the parts as shown below.



Wipe the reading glass, white backplate, and rollers with a soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- *Do not use benzene or thinner. These solvents may damage or discolor the machine.*

10 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to confirm that it is live.
The fax does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it back in several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see "Transmittable documents" in Chapter 3).
Dialling cannot be performed.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 7 in Chapter 7.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the fax paper is properly loaded at the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has fax paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

The fax paper does not come out.	• The fax paper may be jammed. See "Clearing jammed fax paper" in this chapter.
The fax paper comes out blank when you try to receive or copy a document.	• Make sure that the fax paper is properly loaded in your fax. (If the roll has been loaded upside down, nothing will be printed.) • For reception, make sure that the document for transmission is loaded face down in the feeder of the transmitting machine.
The received document is faint.	• Make sure that you are using the recommended fax paper. See "Loading the Fax Paper" in Chapter 1. • Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The printing head may be dirty. See "Fax printing head" in Chapter 9. • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
Copies are distorted.	• Make sure that you are using the recommended fax paper. See "Loading the Fax Paper" in Chapter 1. • Make sure that the fax paper is properly loaded in your machine. • The printing head may be dirty. See "Fax printing head" in Chapter 9.
Reception/copying is interrupted.	• If reception or copying has been done continuously for a long time, the printing head may have become overheated. Turn off the power and let it cool down.
No reception occurs when polling is attempted.	• Make sure you have not run out of fax paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your fax and in the transmitting machine.
The original document doesn't feed properly or jams.	• Make sure that the operation panel is completely closed (press down on both front corners).

MESSAGES AND SIGNALS

Display messages

A.M. IN USE	The built-in answering machine is in operation.
A.M. TRANSFER	The answering machine's transfer function has been turned on as described in "Other Functions" in Chapter 4.
COVER OPEN	The paper cover compartment is open, or the fax paper has not been loaded properly. If the cover is open, close it. Otherwise, open the cover, reload the paper, and close the cover.
DOCUMENT JAMMED	The original document is jammed. See the following section, "Clearing Paper Jams".
FUNCTION MODE	The **FUNCTION** key has been pressed.
E	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again.
LINE IS IN USE	An extension phone connected to the fax is being used. Do not lift the fax's handset or attempt transmission at this time, as this will interrupt the conversation on the extension phone.
OGM NOT RECORDED	The reception mode cannot be set to **A.M.** because no outgoing message has been recorded. Record an outgoing message as described in "Answering Machine Set-up" in Chapter 2.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
OVER HEAT	The printing head has overheated. Operation may be continued once it cools.
READY TO SEND	A document has been loaded and the fax is waiting for transmission or copying instructions.
STORED	Programming has been completed.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

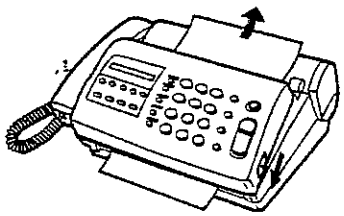
Audible signals

Continuous tone	1 second	Indicates the end of transmission, reception, or copying.
Continuous tone	3 seconds	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook. (To stop the tone, replace the handset.)

CLEARING PAPER JAMS

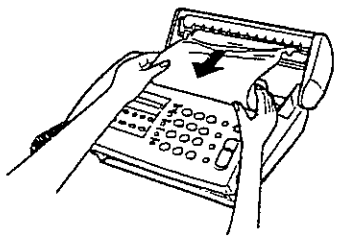
Clearing a jammed document

If a document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel (pull the release on the right side of the fax forward) and pull it out gently.



Clearing jammed fax paper

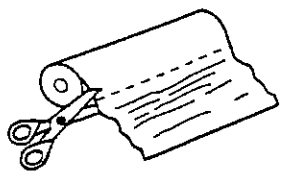
1



Open the paper compartment cover (grasp the finger hold on the front and center of the cover and pull up), and remove the paper roll.

- **Caution!** Do not touch the metal strip in the compartment. It may be hot if a document has just been printed.

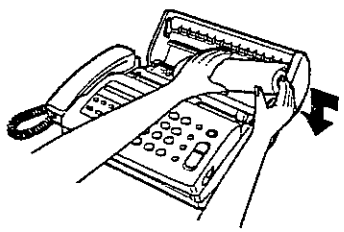
2



Cut off the wrinkled part of the paper.

- If any pieces of paper are stuck in the cutter, remove them with caution.

3



Reload the paper.

- Jammed fax paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in "Loading the Fax Paper" in Chapter 1.

Note: *If you are finding it difficult to reload the recording paper, the cutter may still be engaged in the cutting position. Make sure that no pieces of recording paper are stuck in the cutter assembly, close the operation panel, press the* **START** *key and re-open it. This will reset the cutter assembly, allowing you to reload the recording paper.*

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network / PBX
Compatibility:	ITU-T (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	Modified Huffman and Sharp special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 8 lines/mm Vertical: Standard — 3.85 lines/mm Fine/Halftone — 7.7 lines/mm
Recording system:	Thermal recording
Display:	7 x 5 dots, 1 line by 16-digit display
Reception modes:	FAX, TEL, TEL/FAX, A.M.
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time*:	Approx. 20 seconds (Sharp special mode)
Effective recording width:	210 mm max.
Input document size:	Automatic feeding: Width — 210 to 216 mm Length — 128 to 297 mm Manual feeding: Width — 210 to 216 mm Length — 128 to 1000 mm
Effective scanning width:	210 mm max.
Automatic document feeder:	15 sheets max.
Halftone (grey scale):	16 levels
Contrast control:	Automatic/Dark selectable
Copy function:	Standard
Telephone function:	Standard (cannot be used if power fails)
Noise emission:	Less than 70 dBA (Measured according to DIN 45635.)
Power requirements:	220-230 V AC, 50 Hz
Operating temperature:	5 to 35°C
Power consumption:	Stand-by: 8.5 W Maximum: 120 W
Dimensions:	Width: 323 mm Depth: 262 mm Height: 117 mm
Weight:	Approx. 3.1 kg

* Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

QUICK REFERENCE GUIDE

Note: *Steps which are optional are enclosed in a dotted frame:*

Transmitting documents

Normal Dialling	Load document → RESOLUTION → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → START → Hang up
Direct Keypad Dialling	Load document → RESOLUTION → Dial (press numeric keys) → START
Rapid Key Dialling	Load document → RESOLUTION → Press Rapid Key
Speed Dialling	Load document → RESOLUTION → SPEED → Enter Speed Dial number (press 2 numeric keys) → START
Redialling	Load document → RESOLUTION → REDIAL → Wait for reception tone → START

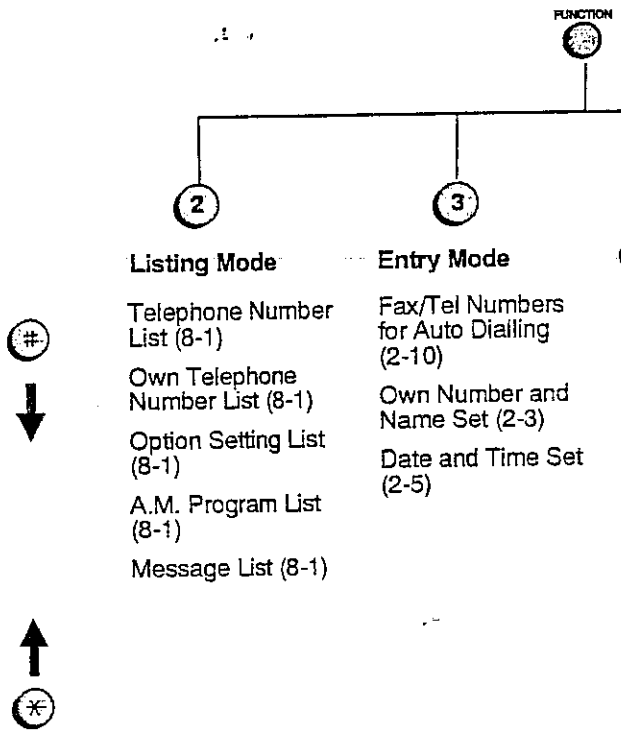
Making voice calls

Normal Dialling	Lift handset or press **SPEAKER** → Dial (press numeric keys) → Lift handset if you pressed **SPEAKER**
Rapid Key Dialling	Lift handset or press **SPEAKER** → Press Rapid Key → Lift handset if you pressed **SPEAKER**
Speed Dialling	Lift handset or press **SPEAKER** → SPEED → Enter Speed Dial number (press 2 numeric keys) → Lift handset if you pressed **SPEAKER**
Redialling	REDIAL → Lift handset

FUNCTION key menu

The following chart shows the layout of the functions and settings accessed by pressing the **FUNCTION** key. First press the **FUNCTION** key, the appropriate numeric key as shown, and then "#" or "✳" until the desired setting appears.

Instructions for making each setting appear in the display. If you have any difficulty, refer to the detailed instructions on the page shown below the setting.



Listing Mode

- Telephone Number List (8-1)
- Own Telephone Number List (8-1)
- Option Setting List (8-1)
- A.M. Program List (8-1)
- Message List (8-1)

Entry Mode

- Fax/Tel Numbers for Auto Dialling (2-10)
- Own Number and Name Set (2-3)
- Date and Time Set (2-5)

Optional Settings

- Ringing Volume (7-1)
- Fine Resolution Priority (7-1)
- Number of Rings in "FAX" Answer Mode (7-1)
- Telephone/Fax Remote Number (7-1)
- Remote Reception Select (7-2)
- Transaction Report Print Select (7-2)
- Dial Mode (7-2)
- Polling (7-2)
- Pseudo Ringing Duration (7-2)
- Language Select (7-3)
- PBX Connection (7-3)
- Fax Signal Receive (7-4)
- 2nd Tone Dial Detect (France only) (7-4)

A.M. Settings

- ICM Recording Time (2-8)
- Remote Code (4-5)
- Override Code (4-13)
- Transfer Telephone Number (4-11)
- Transfer Function (4-12)
- ICM Confirmation (4-4)
- On A.M. Failure (2-9)

REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation .

Cut it out and carry it with you when you go out.

Remote Operation Guide SHARP

1. Call your fax from a touch-tone telephone.
2. When your outgoing message begins, press [#].
3. Enter your remote code: [ ][ ][ ].
4. Press [#].
5. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat .... 2 #
  - Skip forward ..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message .... 3 #
  - Erase all messages ..... 3 3 #
- **RECORDING A MEMO**
  - Start ..... * #
  - End ..... 0 #
- **FAX RECEPTION MODES**
  - A.M. mode ..... 8 1 #
  - FAX mode ..... 8 2 #
  - TEL mode ..... 8 3 #
  - TEL/FAX mode ..... 8 4 #
- **RECORDING A NEW OGM**
  - Start ..... 4 *
- **TRANSFER FUNCTION**
  - Turn on ..... 9 1 #
  - Turn off ..... 9 2 #
  - New transfer number ..... 9 0 #
    → (TeL#) #
  - Record transfer OGM ..... 9 3 #
  - To quickly disconnect ..... * *

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